

**Vestal Public Library**  
**Board of Trustees Meeting - January 15, 2019**

Present:

Shoba Agneshwar

Fred Brooks

Joe Herringshaw

Emma Nimmons-Green - Absent

Kerrie Fisher - Absent

Dannielle Swart

Janine Taft - Absent

Marianne Taylor

Peter Ziolkowski

Library Director: Carol Boyce

Treasurer: Suzanne Johnson

Library Staff present: Becky Pineau, Anna Lake, Michelle Knight,  
Laura Farrell

Call to order at 6:32pm by DS. The December Board meeting minutes had the following correction: Any returned check will be assessed a fee of \$10.00. PZ made a motion, which was seconded by JH, to accept the amended minutes. Motion carried.

**Board President:** DS notified the Board that Emma Nimmons-Green has submitted her letter of resignation from the VPL Board. She was thanked for her service to VPL.

**Public Commentary:** Anna reported that the Yule Ball was well received, and they saw new teen faces which was a welcoming sight. Hopefully we will see more foot-traffic and membership and participation in other Youth Dep't events.

**Director's Report**

**Staff:** none

**Statistics:** December circulation numbers were presented and YE 2018 numbers are up compared to YE 2017.

**Program:**

- Adult: Movie night going well; Open-Mike started and had 10 people in attendance; Jan 24<sup>th</sup> the Humane Society will be at VPL; Office of the Aging is scheduled on Feb. 20<sup>th</sup>; a program for individuals with cognitive disabilities is also scheduled on Fridays.
- There was discussion regarding museum passes and park passes but we are waiting for a VPL credit card.
- 2019 VPL closing dates was discussed. PZ reminded the board that the dates specified in the contract must be followed. The following was decided:

VPL CLOSED: 1/1/19 New Year's Day  
4/24/19 Easter  
5/26 and 5/27/19 Memorial Day (Sunday/Monday)  
7/1/2019 through 9/1/2019 VPL CLOSED on Saturday's and Sundays  
7/4/19 Independence Day  
9/2/19 Labor Day  
11/27/19 VPL close at 5pm  
11/28/19 Thanksgiving Day  
12/24/19 VPL close at noon  
12/25/19 Christmas Day  
12/31/19 VPL close at noon (New Year's Eve)  
1/1/20 New Year's Day

PZ made a motion to accept the VPL closing dates as amended. MT seconded the motion; motion passed.

- A Sexual Harassment Policy (SHP) draft was distributed and discussed. Training for the employees on the SHP is scheduled for Feb. 18<sup>th</sup>.
  1. JH amended the language in the actual Policy on Page 1 Section 3. After the end of the fourth sentence, insert the following: "Upon receipt of a complaint, the Library Director will notify the Board President within 24 hours of such complaint. The Board President will subsequently notify the Board members and the Director as appropriate." CB will make the necessary changes to the SHP.

2. There was discussion on the form that will be used to report any sexual harassment complaints. The template that was distributed will need to have "Vestal Public Library" inserted as well as some other minor changes. CB will make the necessary changes to the complaint form as well.
  3. Since both the Policy and the complaint form will need to be ready for the Feb 18<sup>th</sup> training, a suggestion was made to ratify the draft tonight with the understanding that once all necessary changes have been made by CB, the amended draft would be considered the formal policy and complaint form.
- JH made a motion to accept the draft complaint form as well as the draft language of the Sexual Harassment Policy. Once CB has made all necessary changes, the revised policy is to be considered accepted by the Board as the formal SH Policy and the formal Complaint Form. MT seconded the motion; motion passed.
  - PZ suggested that a master binder of policies should remain in the Business Office since they will be responsible for updating/upkeep.
  - A Friends Policy will be discussed at a working meeting to be held on Jan 29<sup>th</sup> at 5pm.
  - Sue Johnson reported that the Endicott Friends did a \$.10 cent sale and sold over 4,000 books. VPL Friends is scheduled to have their next book sale in May. DS and CB will talk to VPL Friends to see if we could have a book sale in Feb. If they cannot, then we might approach the Endicott Friends who have indicated their willingness to sell VPL books.

#### **Treasurer's Report:**

- PZ presented the Treasurer's report and the budget performance. PZ made a motion and was seconded by MT to accept the Treasurer's report and the warrants as presented. Motion carried.

#### **Finance:**

- After discussion, the Board decided to go to the allowable tax-cap of 2.16% for FY 2019-2020 budget. PZ made the motion to increase next years budget by the allowable 2.16%. FB seconded the motion; motion passed.
- PZ asked CB to develop two working budget scenarios by April: one if the new budget fails (at the current level of \$725,620) and one if the budget passes at \$741,293. CB will need to present those budgets to the board in March to give us time to review/revise so that a final budget can be approved in April.
- PZ noted two areas of concern in the current budget cycle: operating expenses and part-time labor expenses
- PZ told the Board that the IRS informed us that we did not pay income tax for 2017. This was supposed to be handled by Paychex who were negligent in doing this for VPL. We owed the IRS \$437. Last week, we received a delinquency notice from the IRS again. We will pay the \$148 but will file a letter of protest.
- We will be getting two credit cards with a \$500 limit which can be altered on an as-needed basis.
- We need to establish a Credit Card Policy. PZ asked the Board to give feedback on the credit card policy to him by Feb 13<sup>th</sup>. Areas to consider are what controls we want in place?
- Asset Management Policy needs to be in place by June 2019.
- Citizen's Bank update: They were unwilling to give us the interest rate that was initially promised (1%). The Board also had authorized moving \$70,000 to Citizen's to capture a 2.2% interest rate. Citizen's would not honor that as well. Thus, PZ closed the Citizen's account and moved the money to M&T.
- M&T update: they can no longer give us the 1.63% since we are a gov't entity (cost of collateral agreements). They will give us the 1.25% but this might not be sustainable since gov't interest rates are .06%. M&T also informed us that it is illegal to have debit cards and they will accelerate getting our credit cards.

#### **Operations/Building:**

- SA reported that she reached out to VSCD Facilities Dep't to see if they could move the shelves, but they do not have the staff necessary. So, we are back to Rogers who gave us a \$5,000 - \$6,000 quote provided we remove and re-populate the shelves. After discussion, it was decided that this would proceed with this project during the week of April 15<sup>th</sup>. The removing of the books will be done on April 12<sup>th</sup>-13<sup>th</sup>; with Rogers moving the shelves on Monday, April 15<sup>th</sup>. We will coordinate with other entities to see if we can get help. A working meeting to plan this will be held in March; date/time TBD. PZ made a motion that we go ahead with the shelf-move and that we will anticipate being closed for April 12<sup>th</sup> through possibly the 16<sup>th</sup> or 17<sup>th</sup>. MT seconded the motion; motion passed.

- Anna reported the cost of the circular desk to be \$9,500 (includes shipping and set-up). PZ and JH want a formal quote for all the components that are being associated with the re-fresh (rug; book boards; lounge chairs etc.) Anna was asked to provide this for the Feb meeting.

**Technology:**

- MT reported that the website has been updated and an invoice of \$135 needs to be paid from the IT Consultation budget line.
- The Board agreed to do a 9-year domain registration at a cost of \$118.17 which will also be paid from the IT Consultation budget line.
- MT is transitioning out of her maintenance role and VPL will be supported by Brian Lee and the 4CLS. Brian is coming tomorrow to work with Anna and Debby.

**Personnel:**

- At 8:50pm, MT made a motion (which was seconded by JH) to go into executive session to discuss a matter of particular personnel.
- The trustees returned to open session at 10:02. JH made a motion (which was seconded by MT) to adjourn the meeting at 10:05pm. Motion carried.

The next Trustee meeting will be on February 19<sup>th</sup>, 2019 at 6:30pm.